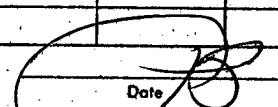


**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
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17	AO/DCI				
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SUSPENSE		 Date			

Remarks

Executive Secretary  
6/7/84  
Date

Executive Registry

84-2413

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
WASHINGTON, D.C. 20507

JUN 04 1984

OFFICE OF  
THE CHAIRMAN

William J. Casey, Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Director Casey:

During FY 83, the United States Equal Employment Opportunity Commission (EEOC) received numerous requests by federal agencies for assistance in locating, developing and/or enhancing their own Equal Employment Opportunity and Affirmative Action (EEO/AA) training activities. EEOC, commensurate with its legal authorities and responsibilities, is establishing a federal sector EEO/AA training network to act as a uniform clearing-house for information regarding EEO/AA program implementation and related training resources within the federal community. The EEOC's Staff Development and Training Division, with the assistance of EEOC's Public Sector Programs, is coordinating this endeavor. The Office of Personnel Management (OPM), through the Office of Affirmative Employment Programs and the EEO Training Branch of the Personnel Management Training Center (PMTTC), has also agreed to participate.

The objectives of this network are threefold:

- o To share available information about related EEO/AA training and the offerings of universities, professional associations and similar outside sources;
- o To collect and share information on agencies' successful EEO/AA program implementation efforts; and
- o To uniformly share information about EEO/AA program policies, requirements and procedures as they develop and are finalized by lead agencies, EEOC and OPM.

These objectives will be expanded and/or deleted to meet federal sector program needs. Potential means for achieving the objectives include one-day workshops and seminars, dissemination of EEO/AA information through newsletters and meetings, and showcasing of successful agencies' program efforts.

DCI  
EXEC  
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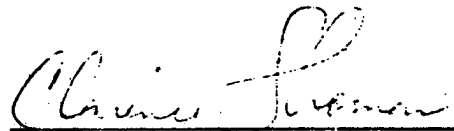
-2-

In order to achieve these objectives, the support, contributions and participation of other agencies are essential. We are, therefore, requesting that you identify individual(s), e.g. training coordinators, EEO managers/officers, personnel specialists, etc., in your agency who are responsible for EEO/AA program implementation and training and who could represent your interests at quarterly network meetings. Attached is a response form for you to complete and return by Friday, June 22, 1984.

Please forward your response to:

U.S. Equal Employment Opportunity Commission  
Staff Development and Training Division - Room 210  
Attention: Dianne Floyd Jones  
Employee Development Specialist  
2401 E Street, N.W.  
Washington, D.C. 20507

We feel that this is a very important and worthwhile endeavor. Our major thrust will be to establish a network that can serve as a clearinghouse for EEO training and development. We look forward to your response, participation and input.

  
Clarence Thomas  
Chairman

Attachment

FEDERAL SECTOR EEO TRAINING NETWORK RESPONSE FORM

Name of Agency: \_\_\_\_\_

Office/Division/Branch \_\_\_\_\_

Address \_\_\_\_\_

1. \_\_\_\_\_ Yes, we do wish to fully participate in the network, and have designated the following individual(s) as representative(s):

Name(s)	Title	Telephone #
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_____	_____	_____
_____	_____	_____
_____	_____	_____

2. \_\_\_\_\_ We do not wish to name a representative at this time. However, we do wish to be informed of activities and receive information.

3. \_\_\_\_\_ No, we do not wish to interact with the network at this time.

4. General areas of interest for calendar 1984: Please check the appropriate topics

1. \_\_\_\_\_ EEO Compliance

5. \_\_\_\_\_ EEO/AA training for managers and supervisors

2. \_\_\_\_\_ EEO/AA Law

6. \_\_\_\_\_ Implementing EEO in the Federal Personnel System

3. \_\_\_\_\_ AA Planning & Implementation

4. \_\_\_\_\_ Other \_\_\_\_\_

Send all responses to:

U.S. Equal Employment Opportunity Commission  
Staff Development & Training Division - Room 210  
2401 E Street, N.W.  
Washington, D.C. 20507  
Attention: Dianne Floyd Jones  
Employee Development Specialist

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